



## OVER-THE-COUNTER PERMITS

Revised 05/10

**Address:** \_\_\_\_\_

**Plans Examiner:** \_\_\_\_\_

The City of Beaverton's over-the-counter permit policy is intended to expedite small projects that can be reviewed for compliance in 15 minutes **or** less. At the discretion of the plans examiner, if it appears that a project plans review may exceed the 15-minute allotted timeframe or if the customer needs to add additional information to their plans in order to obtain their over-the-counter permit, the plans examiner may require the customer to wait or require the plans to be submitted for review in order to provide better customer service to those who have come in for over-the-counter permits.

Our goal is to provide our customers the best service we can, and here at the City of Beaverton we strive to work with you in an attempt to provide an easy process to assist you with obtaining your permits. Please remember that the Oregon Codes are Oregon laws and are strictly enforced by the City's Building Services Division; and while we cannot waive the code, we do encourage you to ask questions, and we are happy to try working with you to resolve code-related issues and consider alternatives.

Complete code complying plans are required by Section 106.1 of the Oregon Structural Specialty Code (OSSC). This check sheet is intended to address the more common issues that arise when attempting to obtain an over-the-counter permit. It should be noted that while sections of code are referenced in this document, it is not intended to replace the applicable code(s) nor is it complete. Notice should be taken that exceptions may apply, which have not been noted in this document. It shall be the user's responsibility to verify actual code requirements and applicable exceptions. Code books are provided in our lobby for your use. If the code book you need is in use by others, let the receptionist know so we can find you another copy to use. This document is based on the 2007 edition of the Oregon Structural Specialty Code (OSSC).

We encourage your comments. If we can do something better or provide you better service, please let us know by calling (503) 526-2407.

**Criteria:** Over-the-counter plans review must take **no longer than 15 minutes** to review and process (plans examiners time only) and **must not** include the following:

- structural work
- fire sprinklers
- fire alarms
- type one hood or suppression systems
- suspended ceilings (New or Extensive)
- any work which will result in a design review (exterior changes)
- H or I occupancies
- high-pile storage racks
- change in use

## Chapter 1 - Administration:

Completed  
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Required  
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Not Required  
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### Registered Design Professional Required:

Structures where the resulting building has a ground floor area of 4,000 square feet or is more than 20 feet in height from the top surface of the lowest floor to the highest interior overhead finish are required to be prepared by a registered design professional. For the purpose intended by this section, please reference the Oregon Architect/Engineers' Law. See Section 106.1, OSSC. Please note that construction documents sealed by a design professional **cannot** be altered or changed without their approval. This requirement may be waived provided the plans examiner determines the work is not of a highly technical nature, or there is no unreasonable potential risk to life and/or safety of the structure.

### Minimum Requirements for Plans:

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**Plans:** Plans shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules, and regulations as determined by the Building Official. See Section 106.1.1, OSSC. The plans shall also indicate the code edition used to design the work on the front cover of the plans.

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**Means of Egress:** The plans shall show in sufficient detail the location, construction, size, and character of all portions of the means of egress system. See Section 106.1.1, OSSC.

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**Site Plans:** The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structure on the site as well as the other information required under this section. See Section 106.2, OSSC.

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**Deferred submittals:** Deferral of any submittal items shall have the prior approval of the Building Official. All deferred submittals shall be listed on the front cover of the plans. See Section 106.3.4.3, OSSC.

## Chapter 3 - Occupancy Classification:

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The plans shall identify the occupancy classification on the front cover of the plans. See Section 302.1, OSSC.

## Chapter 5 - Mixed Uses and Occupancy:

| Completed                | Required                 | Not Required             |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Mixed Use and Occupancies:</b> Each portion of a building shall be individually classified in accordance with Section 302.1, OSSC. Where a building contains more than one occupancy group, the building or portion thereof shall comply with the provisions of Sections 508.3.1, 508.3.2, and 508.3.3 or a combination of these sections. See Section 508.3, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Plans:</b> Identify on the plans <b>non-separated</b> use and comply with the provisions of Sections 508.3.2, OSSC <b>OR Separated</b> use in accordance with the provisions of Section 508.3.3.4, OSSC. It is preferred that this information be shown on the front cover of the plans. (Various code provisions are triggered based on separation.)               |

## Chapter 6 - Type of Construction:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Plans:</b> List on the front cover of the plans the type of construction. See Section 602.1, OSSC. (Various code provisions are triggered based on type of construction.) |
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## Chapter 7 - Fire-Resistance Rated Construction:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The fire-resistance ratings of building elements shall be determined in accordance with the test procedures set forth in ASTM E119 or in accordance with Section 703.2, OSSC. Documentation of the design will be required, which lists the fire rating assigned to the assembly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Fire Walls:</b> Fire walls shall comply with the provisions of Section 705, OSSC. Fire walls shall provide a complete separation. (Fire walls may also be known as area separation walls.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Fire Barriers:</b> Fire barriers shall comply with the provisions of Section 706, OSSC. Fire barrier walls are commonly used to separate occupancy groups from one another (may also be called occupancy separations walls.). Fire barriers shall extend from the top of the floor ceiling assembly below to the underside of the floor or roof above. Fire barriers shall be continuous through concealed spaces. The construction of the fire barrier shall be protected to afford the required fire-resistance rating of fire barriers supported. Openings shall be protected. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Fire Partitions:</b> Fire partitions shall comply with the provisions of Section 708, OSSC. Fire partitions shall extend from the top of the foundation or floor/ceiling assembly below to the underside of the floor ceiling or roof sheathing above. The supporting construction shall be protected to afford the required fire-resistance rating of the wall supported.  |

Completed  
Required  
Not Required

☐ ☐ ☐ **Shaft Enclosures:** Where vertical shafts are required to be protected, openings and penetrations through floor/ceilings and roof/ceiling assemblies shall be provided with shaft enclosures as required by Section 707, OSSC.

☐ ☐ ☐ **Penetrations** into or through fire walls, fire barrier walls, smoke-barrier walls, and fire partitions shall comply with Sections 712.1 through 712.3.4, OSSC when through penetrations and membrane penetrations occur in horizontal assemblies and fire-resistance rated wall assemblies.

## Chapter 8 - Interior Finishes:

☐ ☐ ☐ **Interior Finishes:** Interior finishes shall comply with Section 803.1, OSSC. All occupancies have specific wall and ceiling classifications for finishes based on fire sprinkler protections and types of occupancy. **Also see Bathroom Floors under Chapter 12**

☐ ☐ ☐ **Suspended Acoustical Ceilings:** Suspended acoustical ceilings shall comply with the provisions of Section 803.9.1.1, OSSC, or shall be in accordance with Oregon 401 (revised April 7, 2007) for Suspension Systems for Acoustical Lay-In Ceiling. The information must be included in the plans. See Section 803.9.1.1, OSSC.

## Chapter 9 - Fire Protection Systems:

☐ ☐ ☐ Fire sprinklers required? See Section 903, OSSC for specifics.

☐ ☐ ☐ Fire alarms required? See Section 907, OSSC for specifics.

☐ ☐ ☐ **Verify Hazard classification** in accordance with Chapter 5 of NFPA-13, and check fire sprinkler density for compliance with Chapter 8, Figure 11.2.3.1.5 of NFPA-13.

## Chapter 10 - Means of Egress:

☐ ☐ ☐ **Changes in Elevation:** Where change in elevation of less than 12 inches exist in the means of egress, sloped surfaces shall be used. See Section 1003.5, OSSC.

☐ ☐ ☐ **Means of Egress Continuity:** The path of egress travel along a means of egress shall not be interrupted by any building element other than a means of egress component. See Section 1003.6, OSSC.

Completed  
Required  
Not Required

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**Occupant Load:** Occupant load shall be provided for each area on the plans. The occupant load shall be determined as stipulated in Section 1004, OSSC.
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**Required Egress Width:** The means of egress width shall not be less than required by Section 1005.1, OSSC. The total width of the means of egress in inches shall not be less than the total occupant load served multiplied by the factors in Table 1005.1, OSSC.
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**Means of Egress Illumination:** The means of egress, including the exit discharge, shall be illuminated at all times the building or space served is occupied. See Section 1006.1, OSSC.
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**Doors:** Exit doors shall swing in the direction of egress travel where serving an occupant load of 50 or more. The minimum door width shall be sufficient for the occupant load served but not less than 32 inches in clear width (3068 door). See Sections 1008.1.1 & 1008.1.2, OSSC.
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**Landings:** Landing shall be provided on each side of a door. Width of the landing shall be not less than the width of the stair or door, whichever is greater. See Section 1008.1.5, OSSC.
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**Panic Hardware:** Panic hardware is required in a means of egress from a Group A or E occupancy having an occupant load of 50 or more. See Section 1008.1.9, OSSC.
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**Stairways:** The width of stairways shall be determined as specified in Section 1005.1, OSSC, but such width shall not be less than 44 inches. Exception (1) permits a reduced width of 36 inches where the occupant load served is 50 or less. See Section 1009.1, OSSC.
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**Landings:** There shall be a floor or landing at the top and bottom of each stairway. The width of landings shall not be less than the width of the stairways they serve. See Section 1009.4, OSSC.
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**Exit Signs:** Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Access to exits shall be marked by readily visible exit signs in cases where the exit or path of egress travel is not immediately visible to the occupants. See Section 1011.1, OSSC.
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**Handrails:** Handrails shall be adequate in strength and attachment, and mounting height shall not be less than 34 inches or more than 38 inches. Handrail gripping surfaces shall be continuous without interruption by newel post. For handrail extensions, see Section 1012.2, OSSC. For structural requirements, see Sections 1607.7.1 and 1607.7.1.1, OSSC.

| Completed                | Required                 | Not Required             |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Handrail Extensions:</b> Handrails shall return to a wall, guard, or walking surface or shall be continuous. At stairways where handrails are not continuous between flights, the handrails shall extend horizontally at least 12 inches beyond the top riser and continue to slope for the depth of one tread beyond the bottom riser. See Section 1012.5, OSSC.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Guards (guardrails):</b> Guards shall be located along open-sided walking surfaces and landings located more than 30 inches above the floor or grade below. See Section 1013.1, OSSC. For structural requirements, see Sections 1607.7.1 and 1607.7.1.1, OSSC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Egress through Intervening Spaces:</b> Egress from a room or space shall not pass through adjoining or intervening rooms or areas except where such adjoining rooms or areas are accessory to the area served, are not a high hazard occupancy, and provide a discernible path of egress travel to an exit. See Section 1014.2, OSSC.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Common Path of Egress Travel:</b> Shall not exceed 75 feet. See Section 1014.3, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Number of Required Exits:</b> Not less than two exits shall be provided from any space where the occupant load of the space exceeds the values in Table 10015.1, OSSC or the common path of egress travel exceeds the limitations of Section 1014.3, OSSC. See Section 1015, OSSC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Exit Access Door Placement:</b> Where two or more exit access doorways are required, the exit doors shall be placed a distance apart equal to not less than one-half the length of the maximum overall diagonal dimension. See Section 1015.2.1, OSSC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Exit Access Travel Distance:</b> Exit access travel distance is measured from the most remote point to the entrance to an exit along the natural and unobstructed path of egress travel as permitted in Section 1016.1, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Corridors:</b> Corridors shall be fire-resistant rated in accordance with Table 1017.1, OSSC. Corridor walls required to be fire-resistive shall comply with Section 708, OSSC for fire partitions. Required width shall be not less than determined in Section 1005.1, OSSC but not less than 44 inches. Dead ends shall not exceed 20 feet. See Section 1017, OSSC. |

|                          |                          |                          |                           |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>I - Accessibility:</b> |
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The provisions of Section 1101.1, OSSC require that all new work fully comply where applicable.

| Completed                | Required                 | Not Required             |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alterations to existing buildings shall comply with the provisions of Section 1113, OSSC (i.e., 25 percent of the cost of the work shall be used to remove existing barriers unless the cost is disproportionate to the overall alteration). See TI Alteration Compliance report. This must be justified on the plans to the Building Official's satisfaction. See Section 1113, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Parking:</b> Accessible parking required. Accessible parking shall be constructed, striped, signed, and maintained as required by ORS 477.233 and Sections 1104.2, 1104.4, and 1104.1.12 (OSSC). See ODOT, Disable Parking Standards.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Curb Ramps:</b> Transitions from ramps to walks, gutters or vehicular ways shall be flush and free of abrupt changes in height. Maximum slope of adjoining gutters and road surface immediately adjacent to the curb ramp or accessible route shall not exceed 1 in 20 units horizontal (5% slope). Minimum width of 36 inches with side slopes of not more than 1 in 12 units horizontal. See ADAAG Figure 12 (a). See Section 1103.2.2.3, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Separation of Walks from Vehicular Ways:</b> Walks paralleling vehicular ways shall be separated from vehicular ways by curbs, planted areas, railings or other barriers between the pedestrian area and vehicular areas. Walks not separated shall be defined by a continuous detectable warning that is 36 inches wide. See Section 1103.2.4.7, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Exits:</b> Buildings or facilities or portions of buildings or facilities required by Section 1106 to be accessible shall provide accessible means of egress in the same number as required by Chapter 10, Section 1107, OSSC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Exit Signs:</b> Where not all means of egress are accessible, directional signs shall be provided at non-accessible exits to indicate the route to the nearest accessible exit. See Section 1107.5, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>An Accessible Route:</b> An accessible route shall be provided to all portions of the building, to accessible entries, to accessible building facilities and elements, and connecting to exterior accessible route. See Section 1108.1.1.1, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Water Fountains:</b> On any floor where water fountains are installed, at least 50 percent of the fountains, but not less than one, shall be mounted at a standard height. See Section 1108.4.1, OSSC. See Section 1109.12 for required clear floor space, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Restaurant Kitchens:</b> Restaurant kitchens shall be designed so that individuals with disabilities can approach, enter, and exit. See Section 1108.4.3, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Customer Service Facilities</b> <ul style="list-style-type: none"> <li><i>Dressing and fitting rooms</i> provided for use by the public, customers, or employees, at least 5 percent, but not less than one, shall comply with Section 1108.4.7.1, OSSC.</li> </ul>   |

| Completed                | Required                 | Not Required             |   |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Counters and windows</b> - At least one window shall be accessible. See Section 1108.4.7.2, OSSC.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Shelving and display</b> units in retail occupancies shall be located on an accessible route. See Section 1108.4.7.3, OSSC.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Check out aisles</b> shall be accessible and installed in accordance with Table 11-D, Section 1108.4.8, OSSC.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Controls</b> shall be accessible as required by Section 1108.4.8, OSSC.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Signage:</b> International symbol of accessibility signage shall be provided at accessible parking spaces, areas of rescue assistance, means of egress, passenger drop-off zones, accessible toilet and bathing facilities, check-out aisles, dressing rooms, etc. See Section 1108.4.12.1, OSSC.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Employee Work Areas:</b> Employee work areas shall be located on an accessible route. See Section 1108.4.17, OSSC.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Wheelchair Passing Width:</b> The minimum clear width for single wheelchair passing shall be 36 inches with the minimum width for two wheelchairs to pass is not less than 60 inches. See Section 1109.2.1, OSSC (ADAAG Figure 1).</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Wheelchair Turning Space:</b> A turning space shall be not less than 60 inches in diameter or T-shaped. See Section 1109.2.2, OSSC (ADAAG Figure 3).</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Clear Floor Space for Wheelchairs:</b> Clear floor space for wheelchairs shall be not less than 30 X 48. See Section 1109.2.3.1, OSSC (ADAAG Figure 4).</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Knee and Toe Clearance at Drinking Fountains:</b> Clear toe space shall not be less than 9 inches high and may extend a maximum of 6 inches beyond the knee space. See Section 1109.2.3.3, OSSC (ADAAG Figures 27 and 31).</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Forward Reach Ranges:</b> Where the clear floor space allows only forward approach to an object, the maximum high forward reach allowed shall not be higher than 48 inches. See Section 1109.2.3.5, OSSC (ADAAG Figure 5).</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Side Reach:</b> Where the clear floor space allows parallel approach by persons in a wheelchair, the maximum high side reach allowed shall not be higher than 34 inches. See Section 1109.2.3.6, OSSC (ADAAG Figure 6).</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Handles:</b> Handles, pulls, latches, locks, and other operating devices on doors, cabinets, plumbing fixtures, and storage facilities shall have lever or other shaped permitting operation by wrist or arm pressure. See Section 1109.3.2, OSSC.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Stairways:</b> Stairways required to be accessible shall comply with Section 1009, OSSC and the provisions of Section 1109.8, OSSC. Open risers are not permitted. See exceptions listed in Section 1109.8.2, OSSC.</p>   |



| Completed                | Required                 | Not Required             |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Handrails:** Stairways shall have handrails on both sides. Handrails shall be continuous along both sides of the stairs. Handrails shall extend at least 12 inches beyond the top riser and at least 12 inches plus the depth of one tread beyond the bottom riser. Handrails shall be mounted between 34 to 38 inches. See Section 1109.8.6, OSSC.

**Doors:** Doors that are not automatic or power-assisted shall have minimum maneuvering clearances according to Table 11-E, Section 1109.9.3, OSSC (ADAAG Figure 25).

**Doors in Series:** The minimum distance between the doors is 48 inches plus the distance of the door swing. The doors shall swing in the same direction or shall swing away from the opening. See Table 11-E and ADAAG Figure 26, Section 1109.9.4, OSSC.

**Bathrooms Unobstructed Floor Space:** An unobstructed floor space shall be provided in bathrooms of sufficient size to inscribe a circle with a diameter not less than 60 inches or a T-turn. See Section 1109.10.2, OSSC (ADAAG Figures 28, 32, 33, and 35).

**Grab Bars:** Grab bars at bathrooms shall be provided on the wall at one side and at the back of the water closet. The top of the grab bars shall be not less than 33 inches and not more than 36 inches above the floor. Grab bars located at the side of the water closet shall be a minimum of 42 inches in length and located not more than 12 inches from the rear wall. Grab bars located at the back of the water closet shall be a minimum of 36 inches in length and shall extend at least 12 inches beyond the center of the water closet toward the wall and at least 24 inches towards the open side of the water closet. See Section 1109.10.5.3, OSSC (ADAAG Figures 28, 29, and 30).

**Grab Bars at Bathtubs and Showers:** Please refer to Sections 1109.10.9.1 and 1109.10.10, OSSC for more details.

**Knee and Toe Clearance at Lavatories:** The total depth of clear space beneath a lavatory shall be not less than 17 inches of which toe clearance shall not be more than 6 inches of the total depth. Knee clearance shall be at least 29 inches at the edge of the rim and 27 inches high measured 8 inches under the rim and 30 inches wide. See Section 1109.10.7.3, OSSC (ADAAG Figures 31 and 32).

**Exposed Pipes:** All exposed pipes under lavatories shall be insulated or otherwise covered. See Section 1109.10.7.4, OSSC.

**Storage and Shelving:** Storage, shelving, and display units shall have a clear floor space not less than 30 X 48 inches. Where required to be accessible, at least one of each type shall be within the reach ranges specified. See Section 1109.17, OSSC (ADAAG Figure 38).

## Chapter 12 - Ventilations Requirements:

| Completed                | Required                 | Not Required             |   |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Interior:</b> The minimum operable area to the outdoors shall be 4 percent of the floor area being ventilated. See Section 1203.4.1, OSSC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Bathroom Floors:</b> In other than dwelling units, toilet and bathing room floors shall have a hard nonabsorbent surface to a height of 4 feet above the floor. Walls within 2 feet of urinal and water closets shall have a hard nonabsorbent surface to a height of 4 feet above the floor See Section 1210, OSSC. (For one water closet bathrooms, see State Interpretation dated March 6, 2007.) |

## Chapter 13 - Energy Compliance:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans shall show in detail all pertinent information to determine energy compliance within the provisions of Section 1301.1, OSSC for mechanical systems, walls, floors, ceiling glazing and lighting. Energy compliance forms may be required. |
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## Chapter 17 - Special Inspections:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special inspections may be required for some work. As an example, the designer/engineer/architect may require it, or it may be required by the product approval. When required, a City of Beaverton Special Inspection Agreement Form will be required to be completed. If you need one, please request one from the permit technician or the plans examiner. See Section 1704, OSSC. |
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## Chapter 24 - Glazing in Hazardous Locations:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The following shall be considered hazardous locations requiring safety glazing materials: Glazing in doors, fixed or sliding doors assemblies, showers, fixed or operable panels adjacent to a door where the nearest exposed edge is within 24-inch arc of either side of the door. See Section 2406.3, OSSC. |
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## Chapter 29 - Minimum Plumbing Fixtures:

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The number of plumbing fixtures within a building shall not be less than set forth for each type of building occupancy in Table 29-A. |
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## Sewer Permit:

Completed

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Required

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Not Required

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Addition of plumbing fixtures will result in a new sewer permit and fees associated with it. These fees are calculated based on Clean Water Services criteria. (Example: 16 fixture units equals 1 EDU (1 EDU = \$2800).

## Other:

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**Any exterior change to a building or structure will require approval from the Development Services Division.** When Design Review is required, no permits can be issued until the planner has signed off. If you have already checked with planning and they are ok with the work, be sure to get the planner's name so the plans examiner can verify sign-off on the project.

## Accessibility to Existing Buildings Tenant Improvement Alterations Compliance Report

ORS, Section 447.241 (OSSC, Section 1113) states that every project for renovation, alteration, or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a **primary function** shall be made to ensure that, to a maximum extent feasible, the paths of travel to an altered area and the rest rooms, telephones, and drinking fountains serving the altered area are readily accessible and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Permit Value: \$ \_\_\_\_\_ 25% = : \_\_\_\_\_

Applicant: \_\_\_\_\_ Permit No.: B2011- \_\_\_\_\_

In choosing which accessible elements to provide under ORS 447.241, **priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:**

1. Parking (requires a site plan at application)
2. An accessible entrance
3. An accessible route to the altered area
4. At least one accessible restroom for each sex or a single unisex restroom
5. Accessible telephones
6. When possible, additional accessible elements such as storage and alarms

**NOTE:** The inspector will be field verifying compliance with this section of the code and may identify items that could be different from what was provided by you on this form. You are required under the provisions of this code, to spend up to 25% of the value of this work to remove barriers within this structure regardless of the scope of your work, starting with the parking space. Acceptance of this form and the information contained is not an approval only a method of collecting information.

### Check One

- ☐ Building is fully compliant. The building has been assessed by the applicant to Chapter 11 of the OSSC and found to be compliant.
- ☐ Building is not compliant and the following barriers will be removed:
- 1.
  - 2.
  - 3.
  - 4.

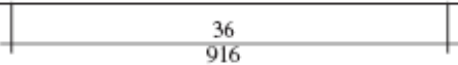
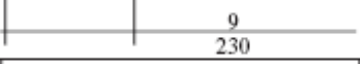
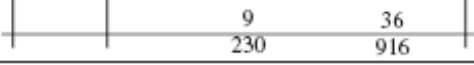



Signature: \_\_\_\_\_

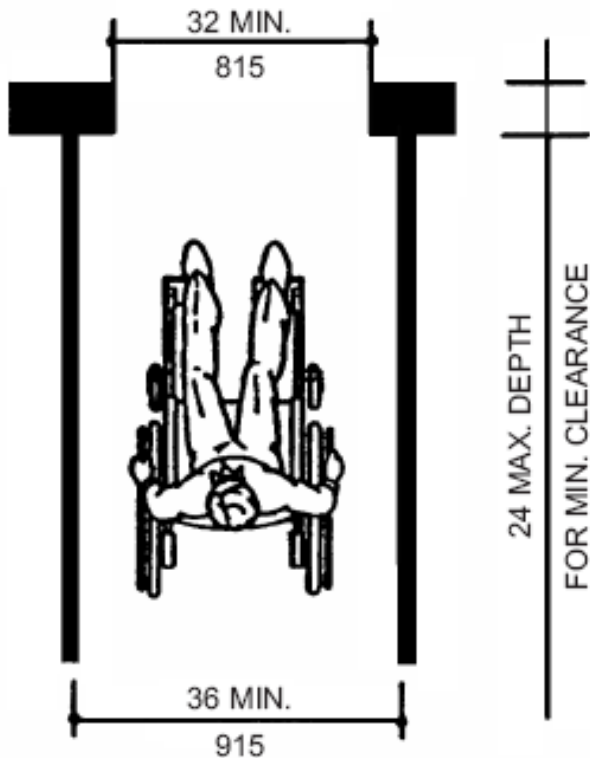
Phone: \_\_\_\_\_

# Figures from Americans with Disabilities Act Accessibility Guidelines (ADAAG)

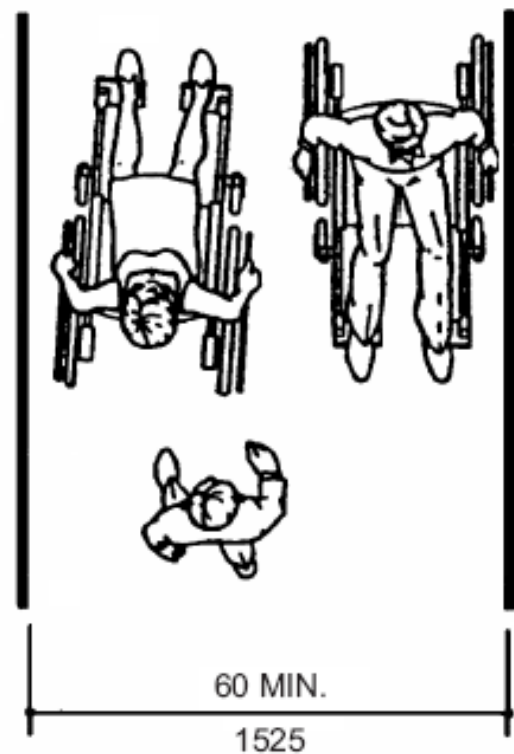
For Table 1, dimensions that are not marked minimum or maximum are absolute within industry tolerances.

**TABLE 1  
GRAPHIC CONVENTIONS**

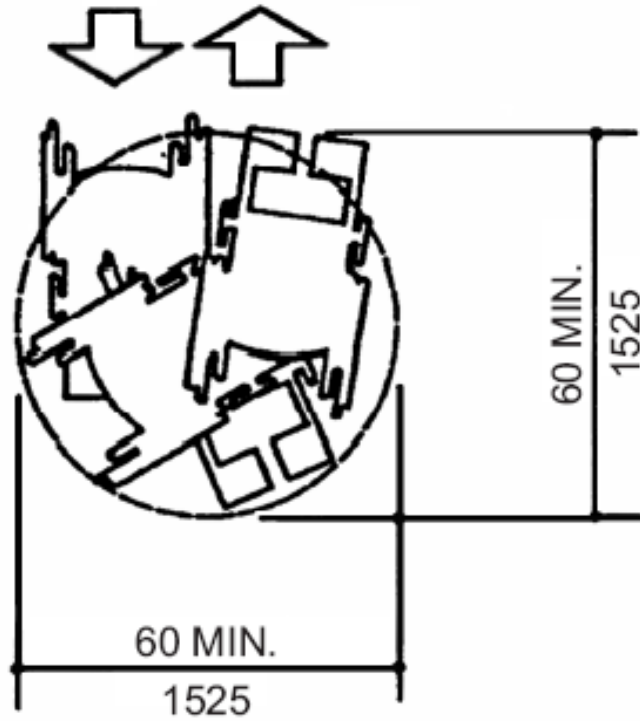
| CONVENTION  | DESCRIPTION  |
|---|--|
|  | Typical dimension line showing U.S. customary units (in inches) above the line and SI units (in millimeters) below |
|  | Dimensions for short distances indicated on extended line  |
|  | Dimension line showing alternate dimensions required   |
|  | Direction of approach  |
| max   | Maximum  |
| min   | Minimum  |
|  | Boundary of clear floor area   |
|  | Centerline   |



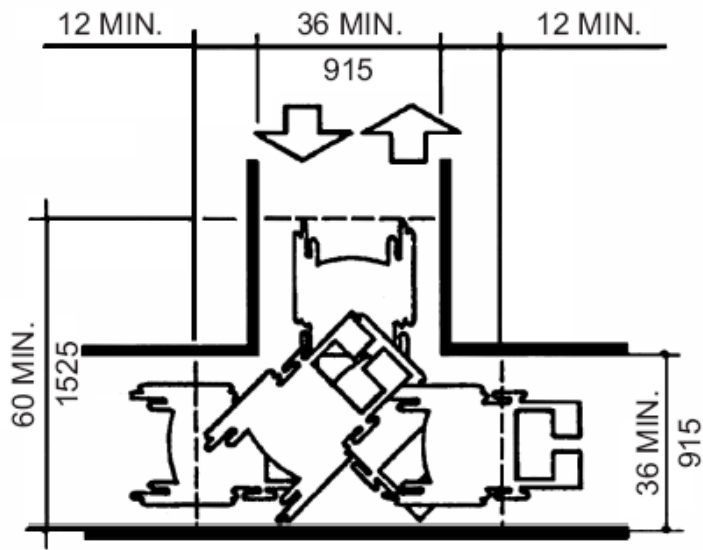
**ADAAG FIGURE 1  
MINIMUM CLEAR WIDTH FOR SINGLE WHEELCHAIR**



**ADAAG FIGURE 2  
MINIMUM CLEAR WIDTH FOR TWO WHEELCHAIRS**

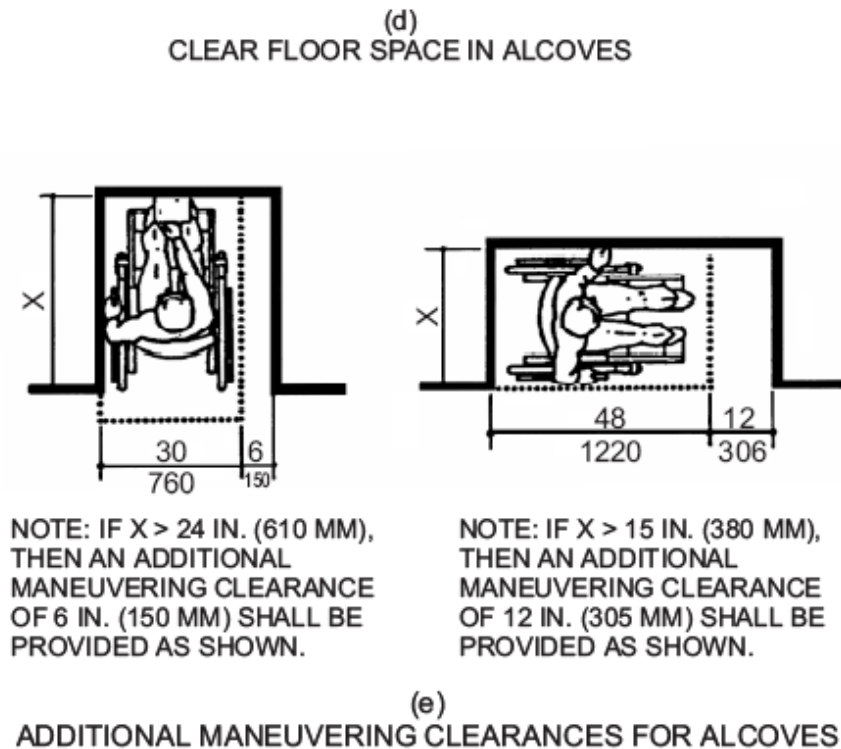
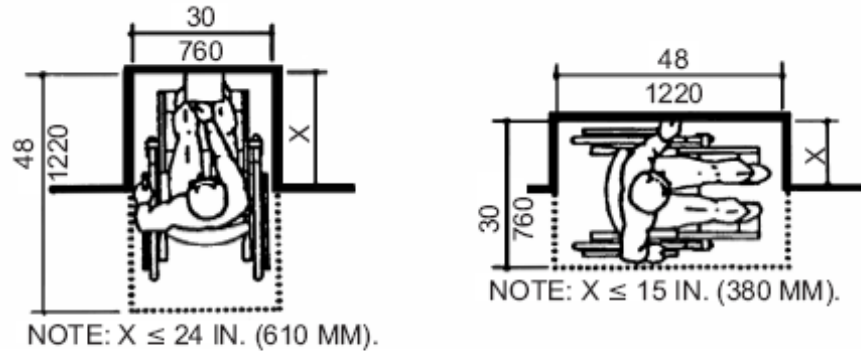
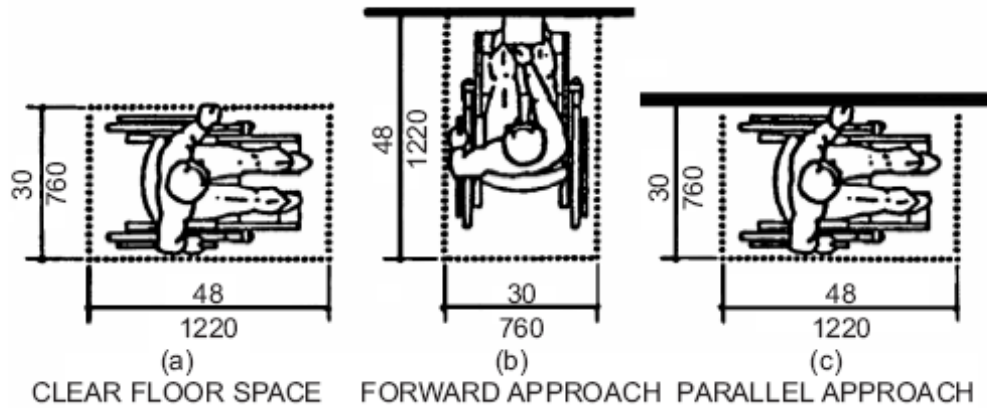


(a)  
60-IN. (1525-MM) DIAMETER SPACE

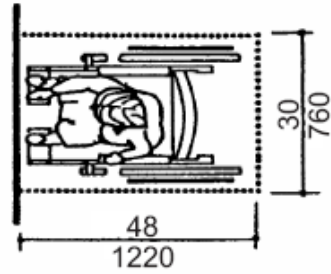
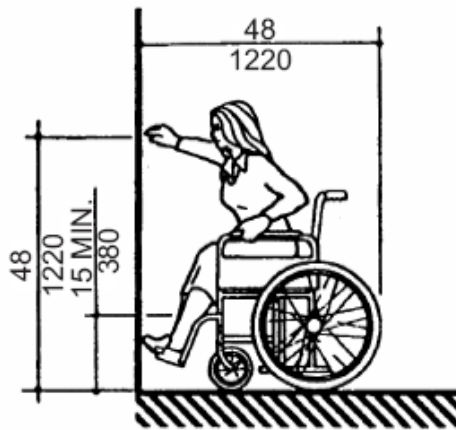


(b)  
T-SHAPED SPACE FOR 180° TURNS

ADAAG FIGURE 3  
WHEELCHAIR TURNING SPACE

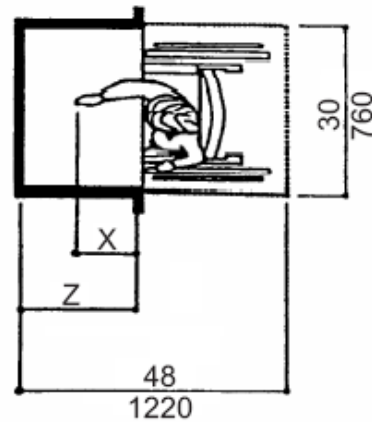
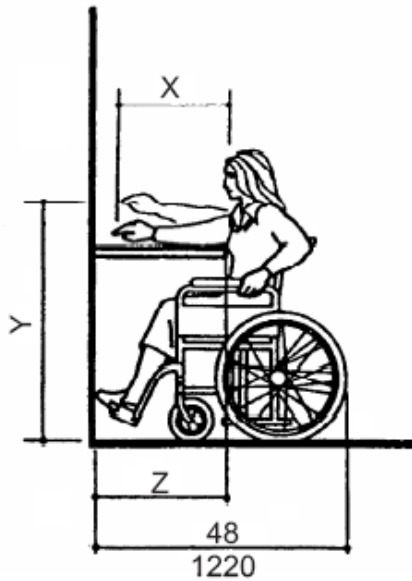


**ADAAG FIGURE 4**  
**MINIMUM CLEAR FLOOR SPACE FOR WHEELCHAIRS**



(a)  
HIGH FORWARD REACH LIMIT

5

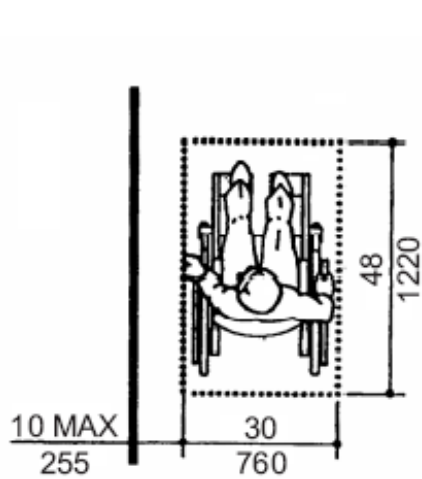


NOTE: X SHALL BE  $\leq 25$  IN (635 MM); Z SHALL BE  $\geq X$ . WHEN X  $< 20$  IN (510 MM), THEN Y SHALL BE 48 IN (1220 MM) MAXIMUM. WHEN X IS 20 TO 25 IN (510 TO 635 MM), THEN Y SHALL BE 44 IN (1120 MM) MAXIMUM.

(b)  
MAXIMUM FORWARD REACH OVER AN OBSTRUCTION

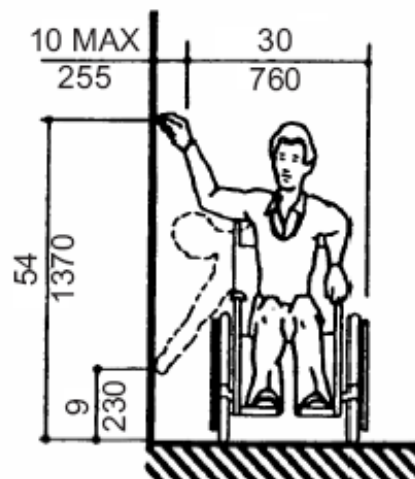
ADAAG FIGURE 5  
FORWARD REACH





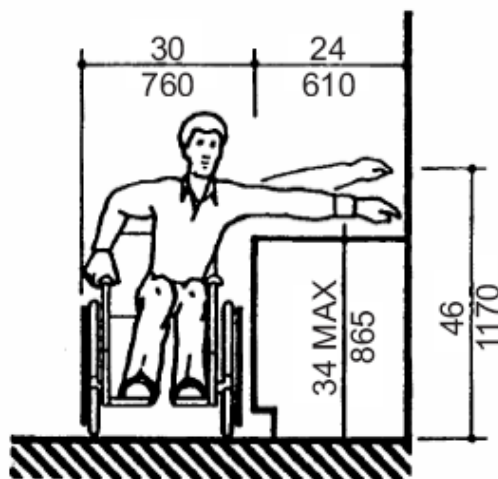
(a)

CLEAR FLOOR SPACE PARALLEL APPROACH



(b)

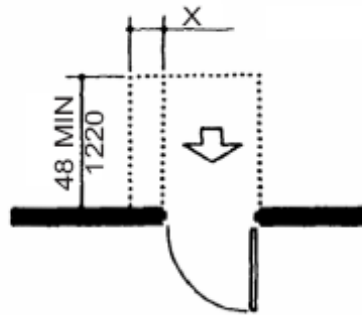
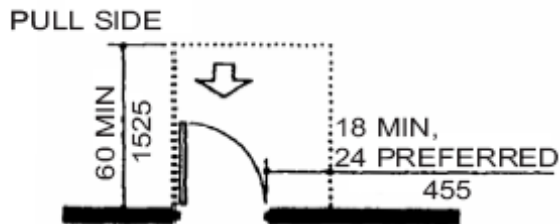
HIGH AND LOW SIDE REACH LIMITS



(c)

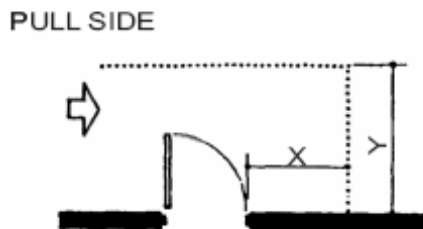
MAXIMUM SIDE REACH OVER OBSTRUCTION

ADAAG FIGURE 6  
SIDE REACH

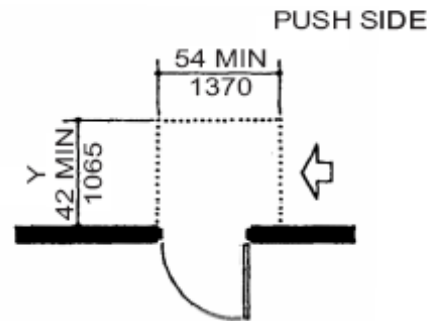


NOTE: X = 12 IN (305 MM) IF DOOR HAS BOTH A CLOSER AND LATCH.

(a)  
FRONT APPROACHES — SWINGING DOORS

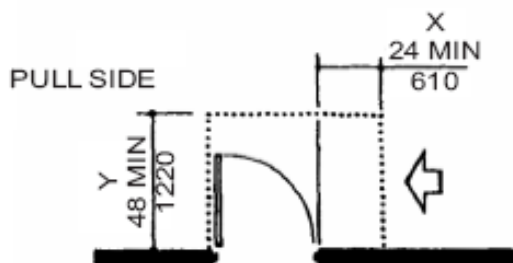


NOTE: X = 36 IN (915 MM) MINIMUM IF Y = 60 IN (1525 MM); X = 42 IN (1065 MM) MINIMUM IF Y = 54 IN (1370 MM).

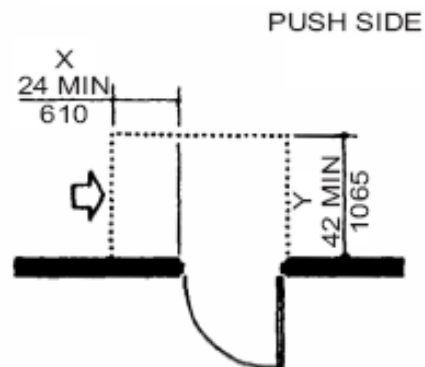


NOTE: Y = 48 IN (1220 MM) MINIMUM IF DOOR HAS BOTH A LATCH AND A CLOSER.

(b)  
HINGE SIDE APPROACHES — SWINGING DOORS



NOTE: Y = 54 IN (1370 MM) MINIMUM IF DOOR HAS CLOSER.

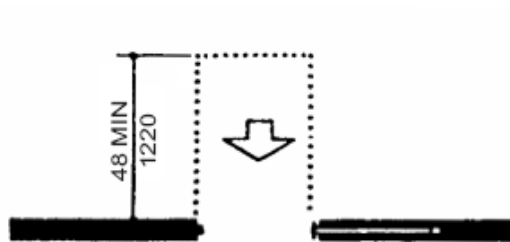


NOTE: Y = 48 IN (1220 MM) MINIMUM IF DOOR HAS A CLOSER.

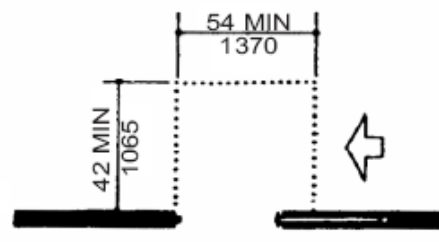
(c)  
LATCH SIDE APPROACHES — SWINGING DOORS

NOTE: ALL DOORS IN ALCOVES SHALL COMPLY WITH THE CLEARANCES FOR FRONT APPROACHES.

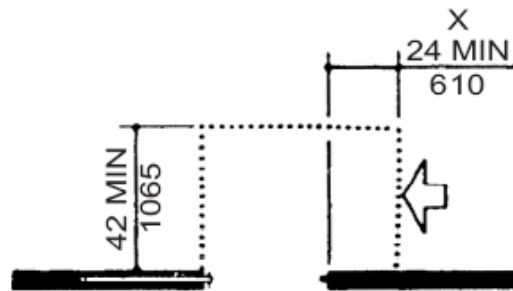
ADAAG FIGURE 25  
MANEUVERING CLEARANCES



(d)  
FRONT APPROACH — SLIDING DOORS  
AND FOLDING DOORS



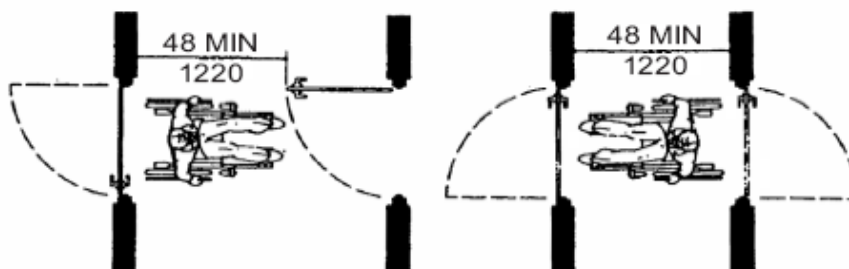
(e)  
SLIDE SIDE APPROACH — SLIDING DOORS  
AND FOLDING DOORS



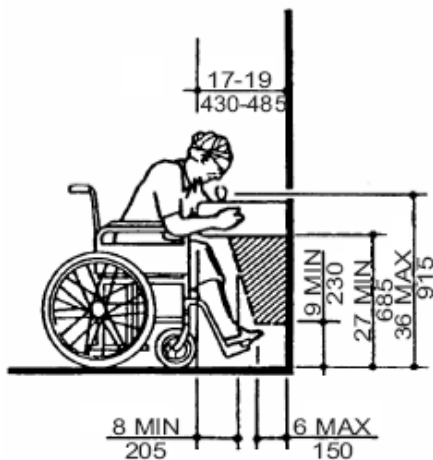
(f)  
LATCH SIDE APPROACH — SLIDING DOORS AND FOLDING DOORS

NOTE: ALL DOORS IN ALCOVES SHALL COMPLY WITH  
THE CLEARANCES FOR FRONT APPROACHES.

ADAAG FIGURE 25  
MANEUVERING CLEARANCES—(continued)

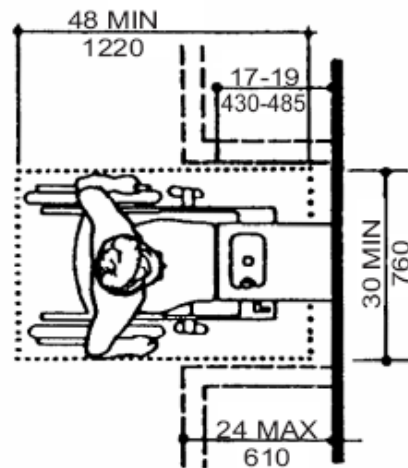


ADAAG FIGURE 26  
TWO HINGED DOORS IN SERIES

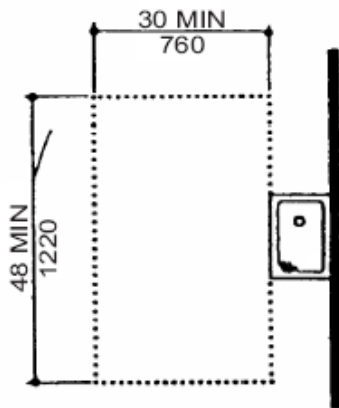


EQUIPMENT PERMITTED IN SHADED AREA

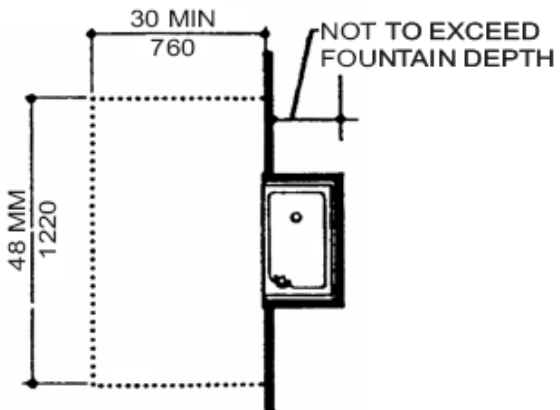
(a)  
SPOUT HEIGHT AND  
KNEE CLEARANCE



(b)  
CLEAR FLOOR SPACE

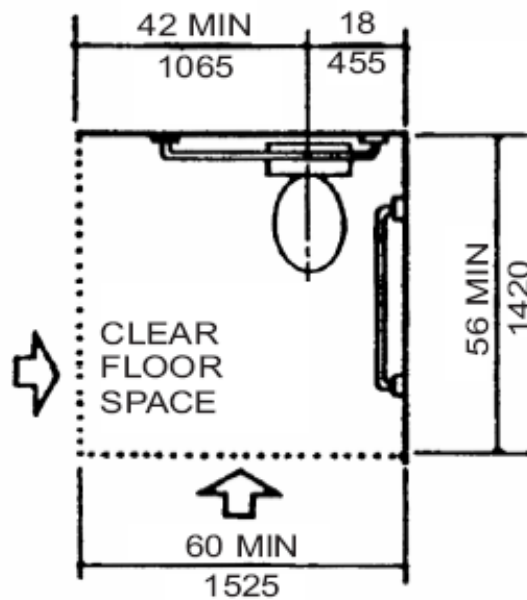
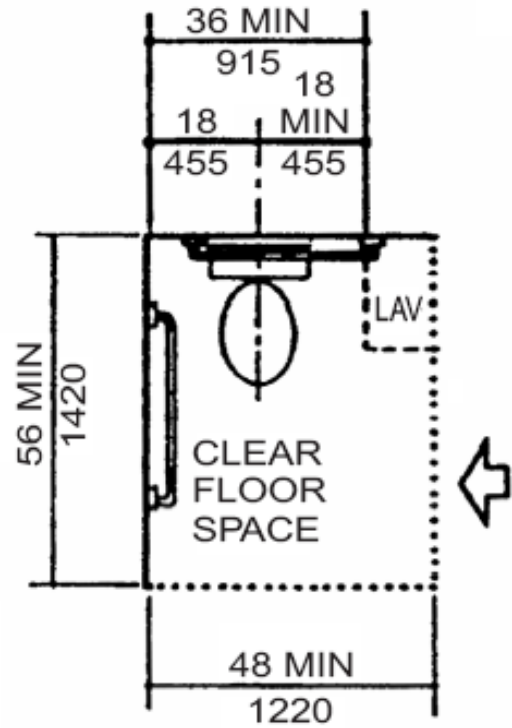
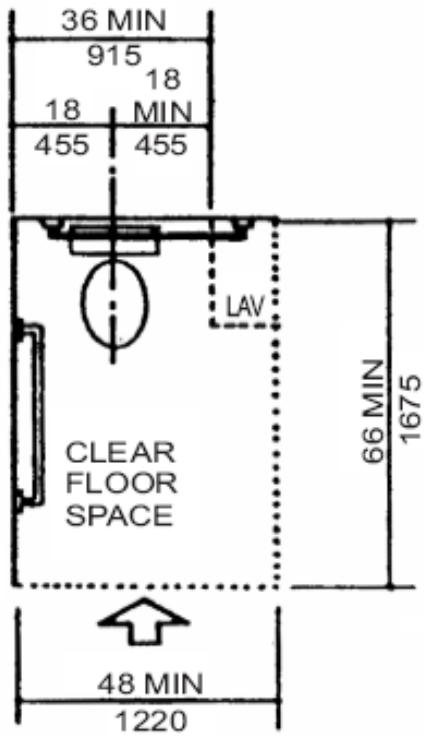


(c)  
FREE-STANDING  
FOUNTAIN OR COOLER

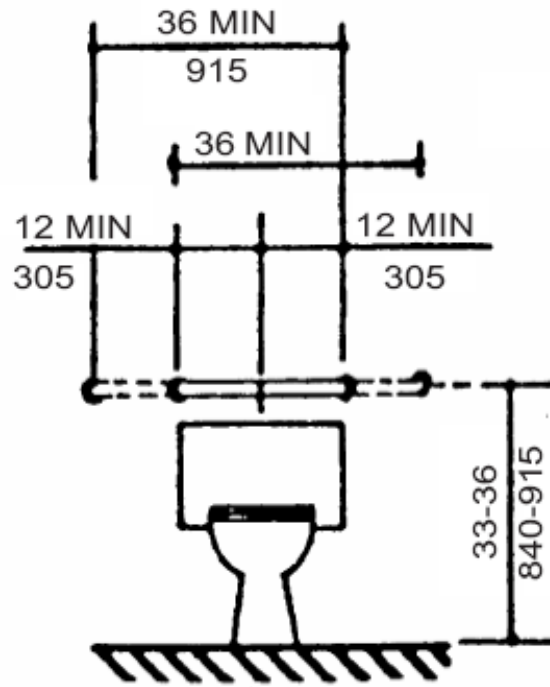


(d)  
BUILT-IN  
FOUNTAIN OR COOLER

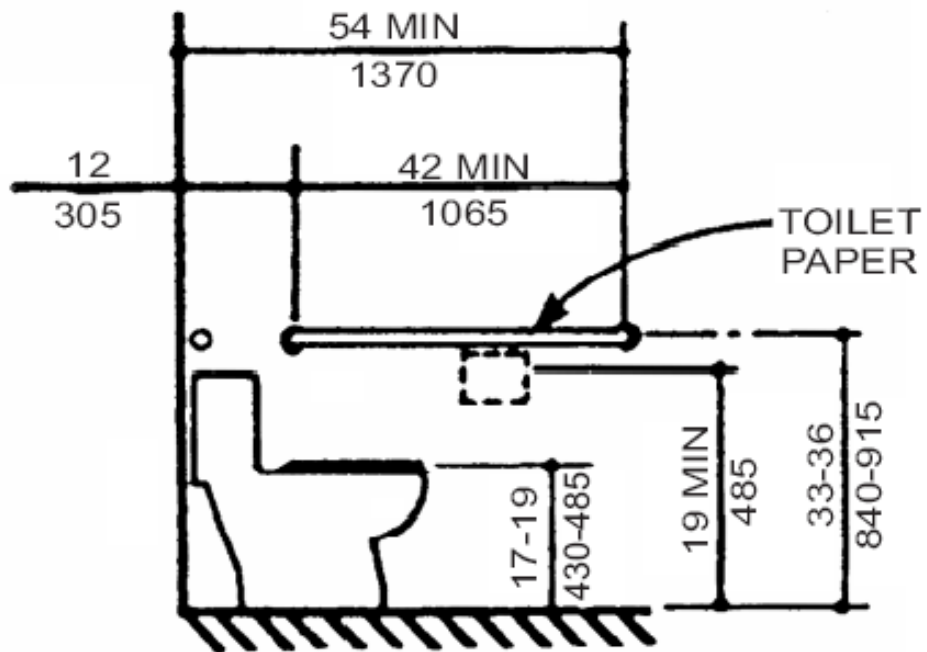
ADAAG FIGURE 27  
DRINKING FOUNTAINS AND WATER COOLERS



ADAAG FIGURE 28  
CLEAR FLOOR SPACE AT WATER CLOSETS

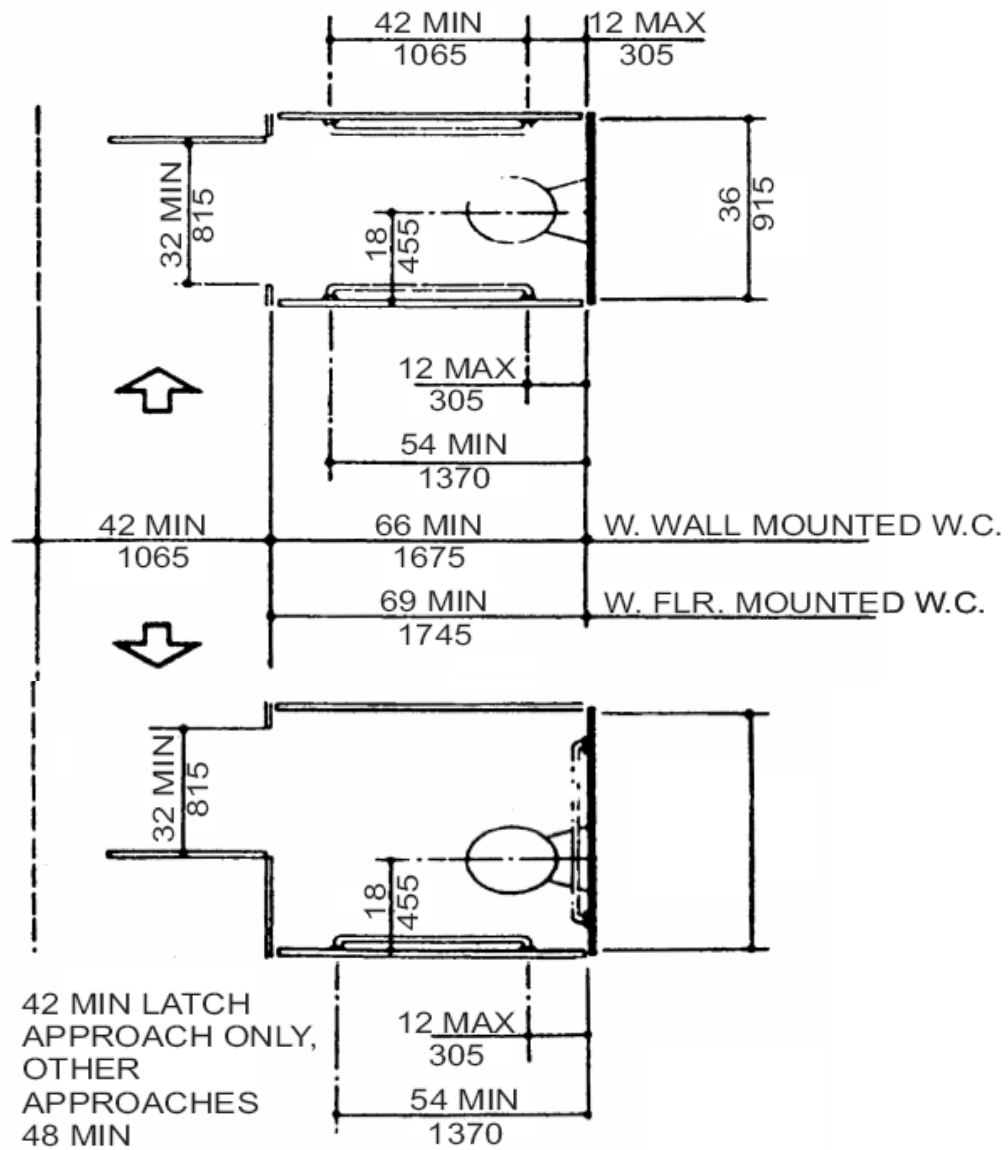


(a)  
BACK WALL



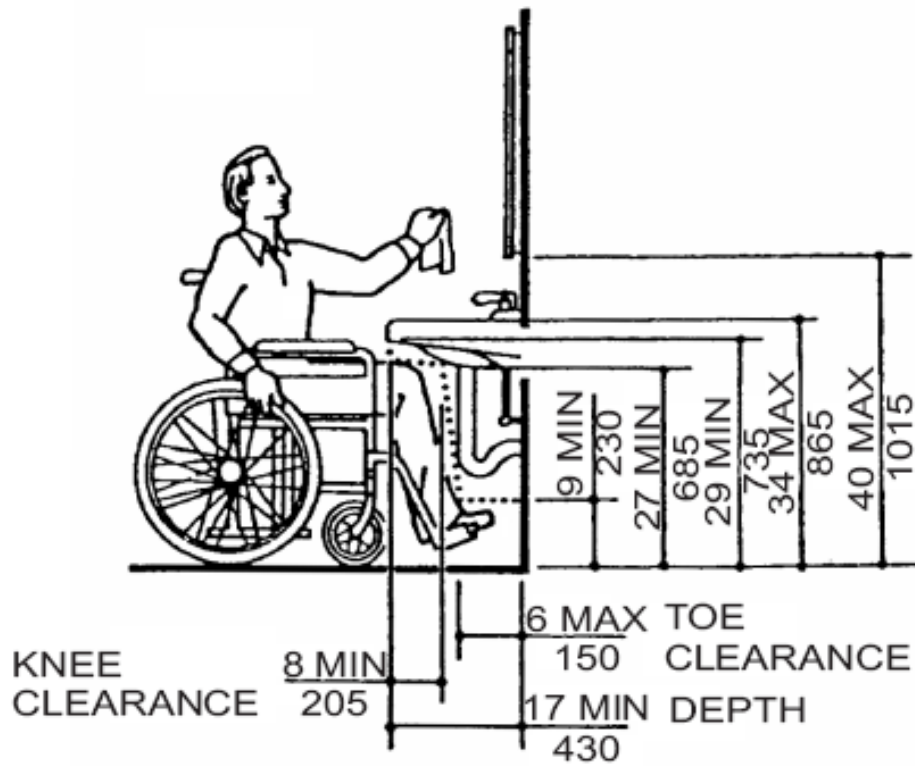
(b)  
SIDE WALL

ADAAG FIGURE 29  
GRAB BARS AT WATER CLOSETS

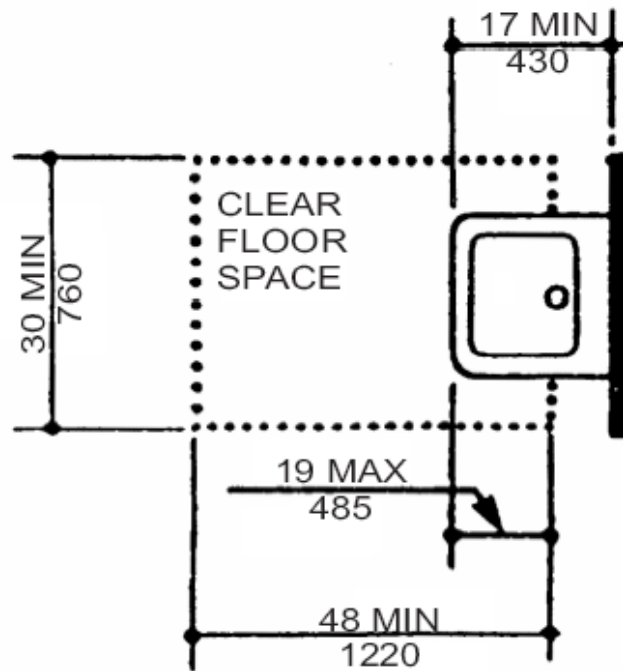


(b)  
ALTERNATE STALLS

ADAAG FIGURE 30  
TOILET STALLS—(continued)

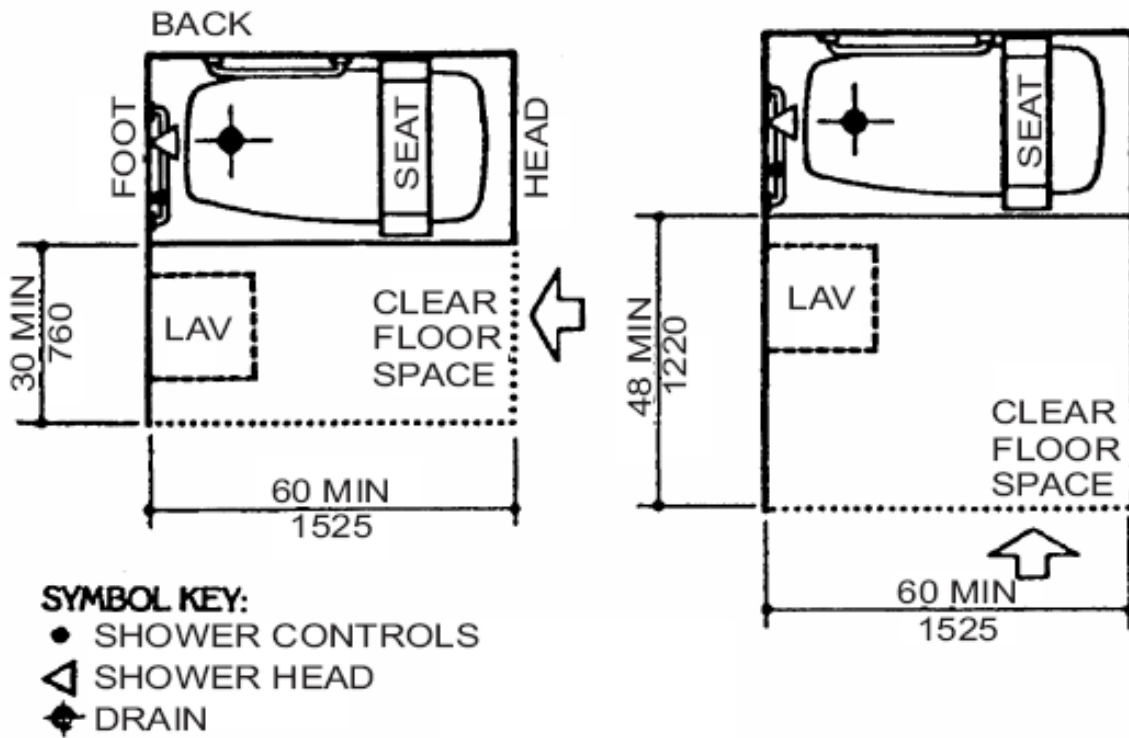


ADAAG FIGURE 31  
LAVATORY CLEARANCES

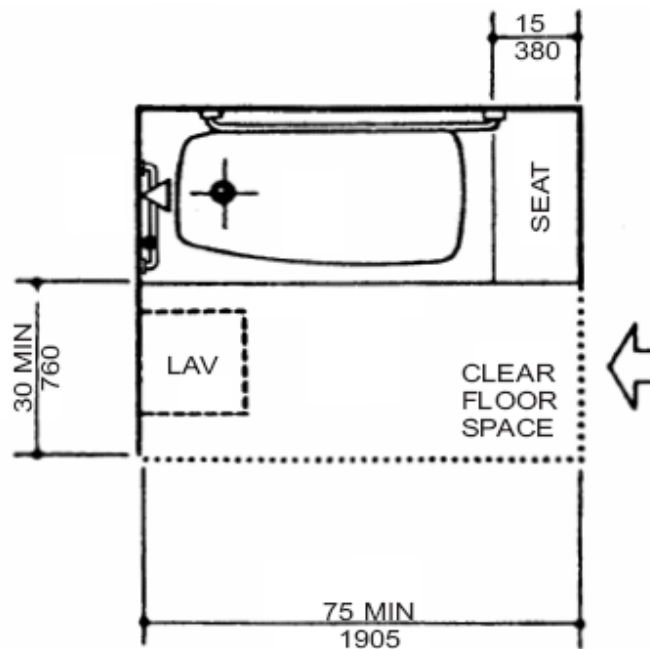


ADAAG FIGURE 32  
CLEAR FLOOR SPACE AT LAVATORIES

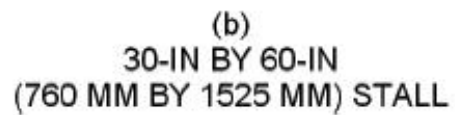
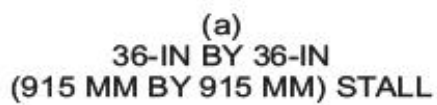




(a)  
WITH SEAT IN TUB

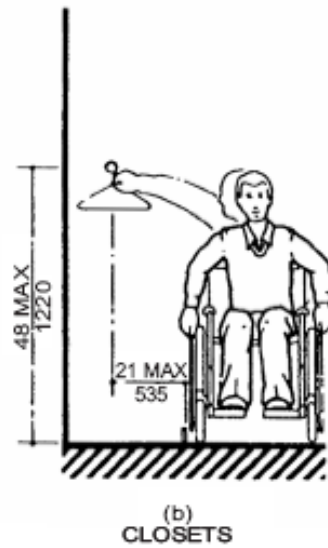
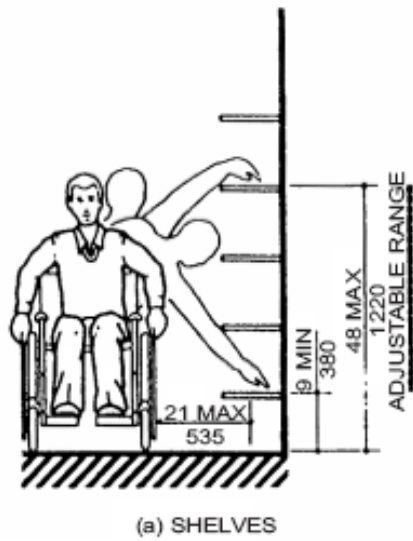


(b)  
WITH SEAT AT HEAD OF TUB  
ADAAG FIGURE 33  
CLEAR FLOOR SPACE AT BATHTUBS



**ADAAG FIGURE 35  
SHOWER AND SIZE AND CLEARANCES**

**ADAAG FIGURE 36  
SHOWER SEAT DESIGN**



**ADAAG FIGURE 38  
STORAGE SHELVES AND CLOSETS**

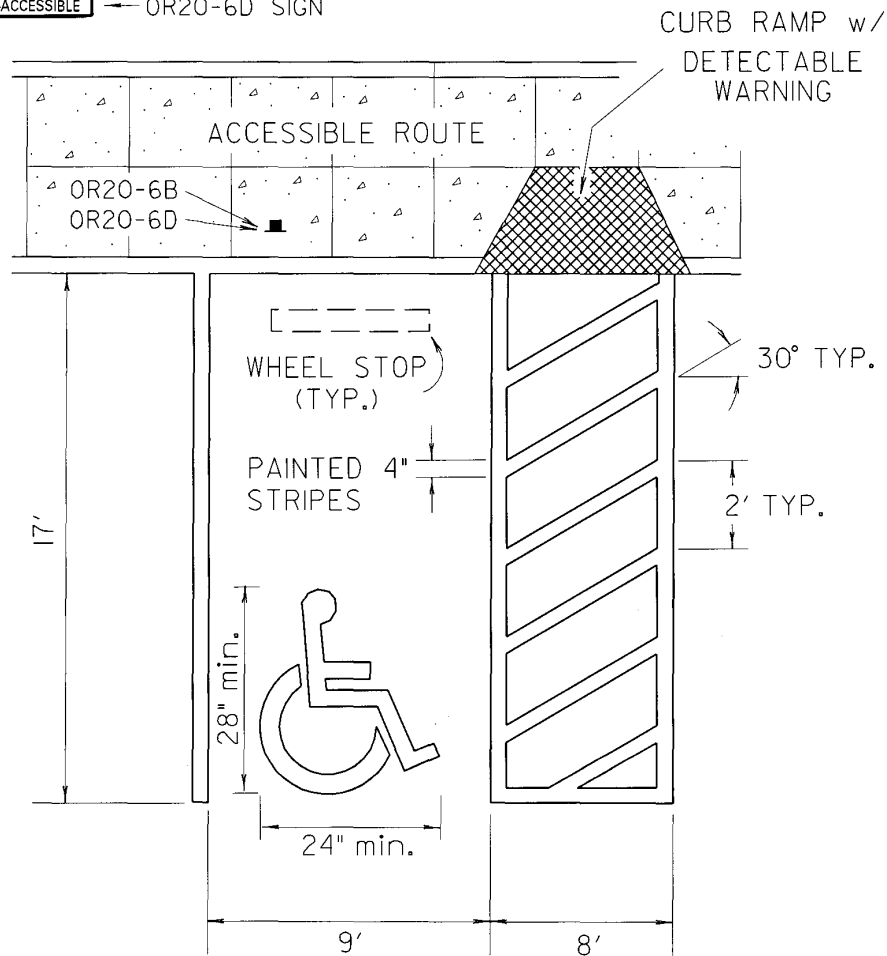
# MINIMUM STANDARD SINGLE-DISABLED PERSON PARKING SPACE



← OR20-6B SIGN



← OR20-6D SIGN



SIGNSTDPCG.FL8

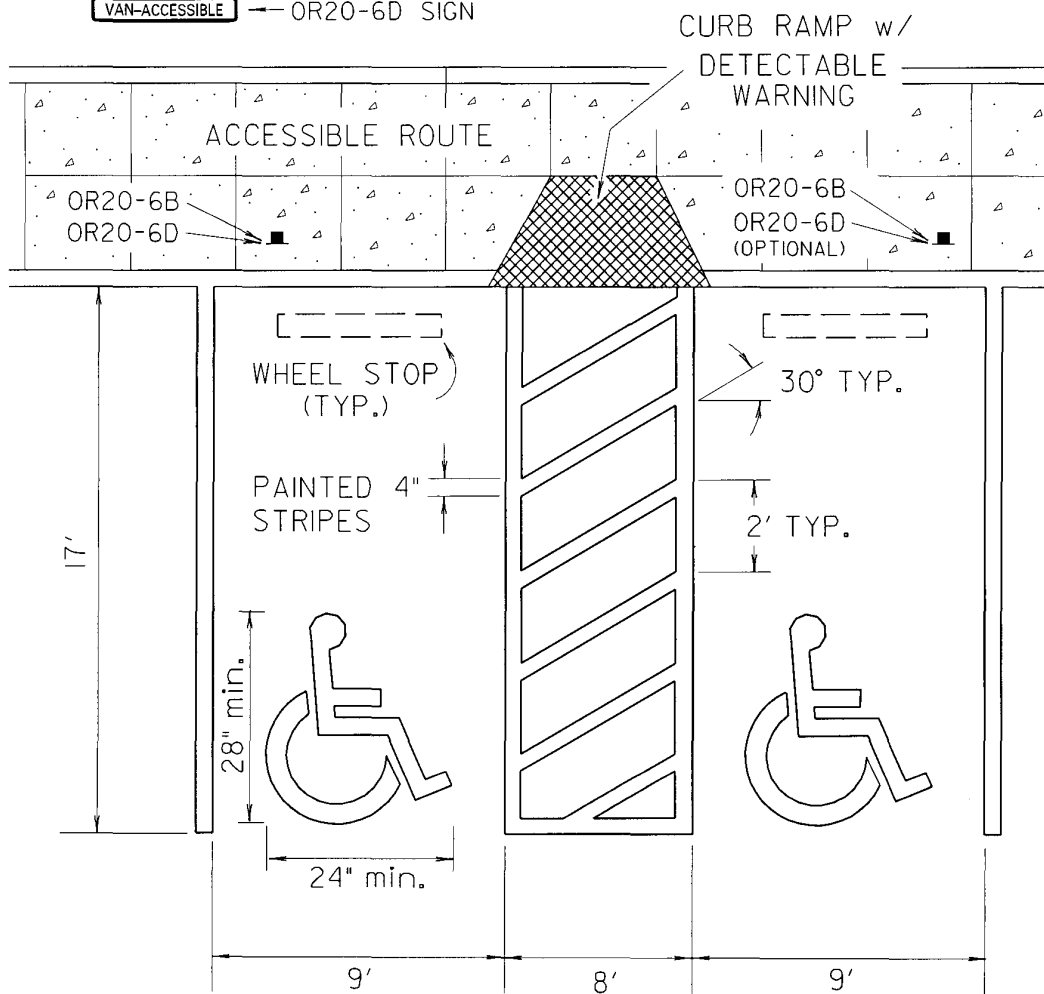
WHITE STRIPING AND PAVEMENT STENCIL REQUIRED  
STROKE WIDTH ON SYMBOL IS 3" MINIMUM  
BLUE BACKGROUND AND BLUE PAINTED CURB OPTIONAL

# MINIMUM STANDARD DOUBLE-DISABLED PERSON PARKING SPACE



← OR20-6B SIGN

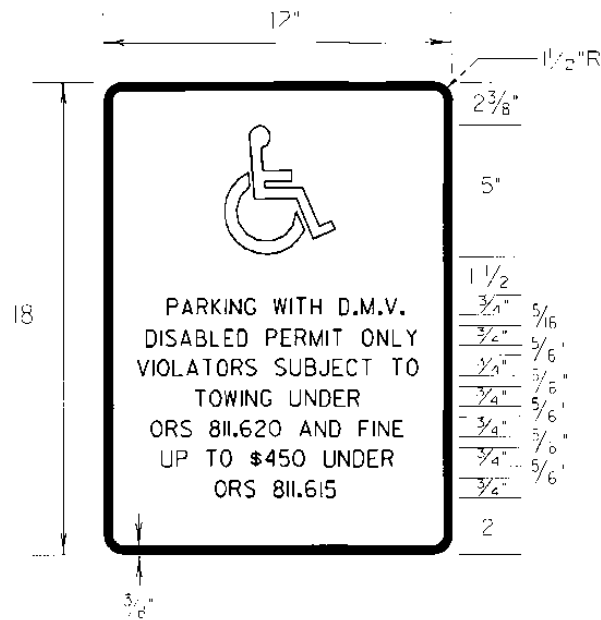
← OR20-6D SIGN



SIGNSTD.PG.FL8

WHITE STRIPING AND PAVEMENT STENCIL REQUIRED  
STROKE WIDTH ON SYMBOL IS 3" MINIMUM  
BLUE BACKGROUND AND BLUE PAINTED CURB OPTIONAL

Sign No. OR20-6B



Sign Background: Blue, Retroreflective sheeting

Sign Legend: White, Retroreflective

The Disabled Person parking sign is used to designate a parking space for vehicles with a DMV permit as stated. This is the standard sign for use off the State Highway System.

OREGON DEPARTMENT OF TRANSPORTATION

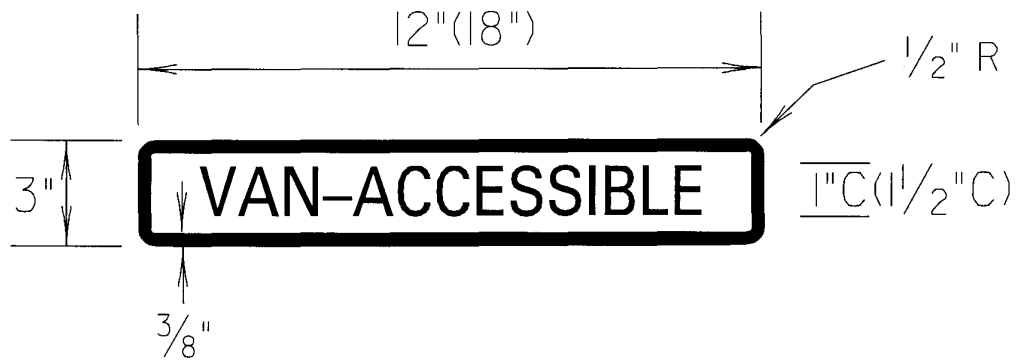
Approved By: O.T.C.

Date: 1/92

Publication Date: 12/01

3-156

Sign No. 0R20-6D



*Sign Background:* Blue, Retroreflective sheeting

*Sign Legend:* White, Retroreflective

*The VAN-ACCESSIBLE sign shall only be used with sign 0R20-6B to designate these parking spaces that have an 8-foot aisle.*

OREGON DEPARTMENT OF TRANSPORTATION

Approved By: O.T.C.

Date: 1/92

Publication Date: 12/01

3-158

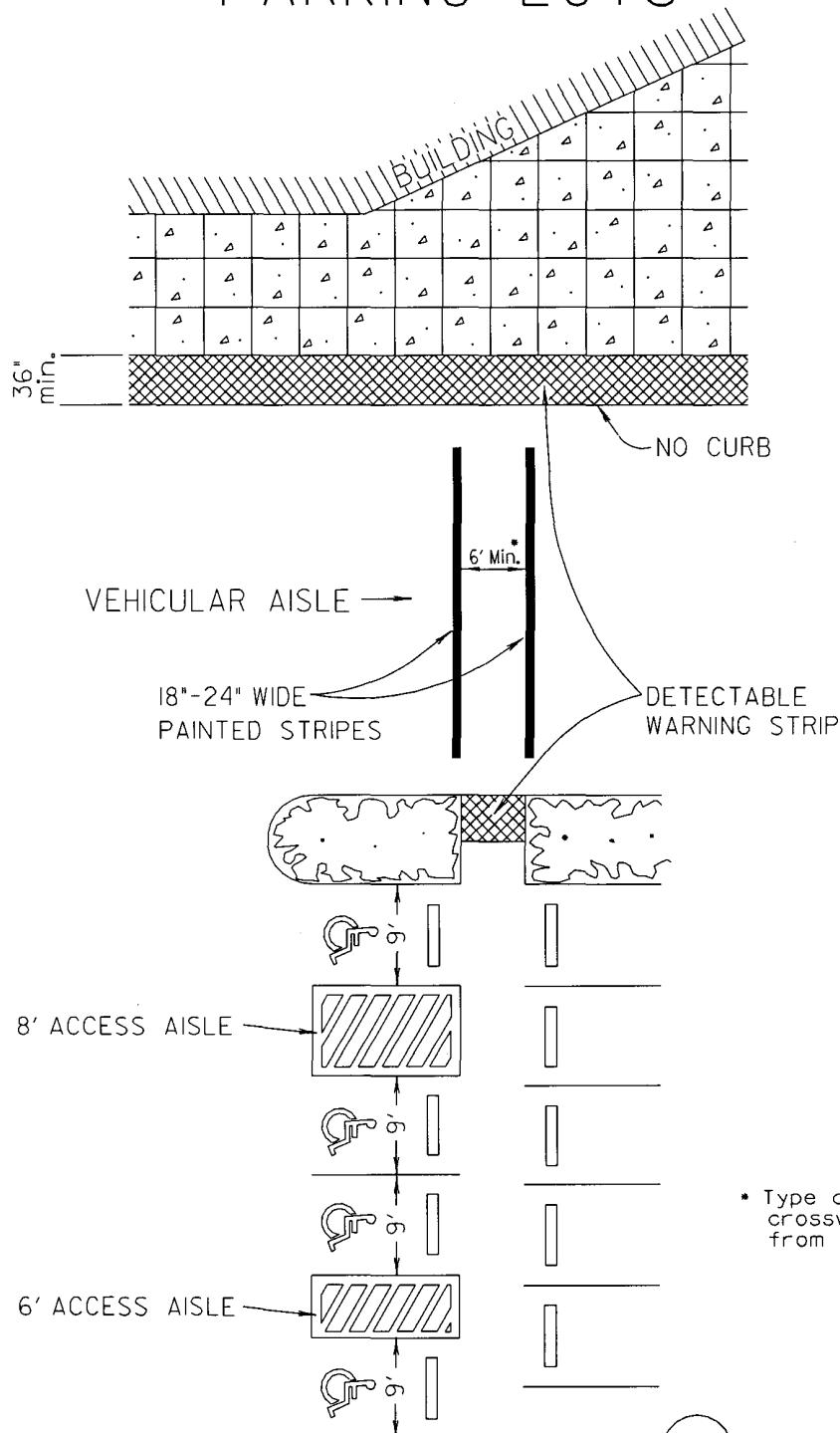
SIGNSTD PG.F11

4





# MARKED CROSSING AT VEHICULAR AREAS IN PARKING LOTS



• Type and width of crosswalk may vary from illustration.

ACCESSIBLE PARKING PLAN (2)  
Striping and pavement stencil required  
(White preferred)

SIGNSTD PG.FL8

Pages 13-29

Figures 1-38, 2007 Oregon Structural Specialty Code, Chapter 11, *Accessibility*

Pages 28-33

Figures 39-44, December 20, 2001, Oregon Department of Transportation, *Disabled Parking Standards*